

**CLASS TITLE: ADMINISTRATOR FOR REAL ESTATE
(DOT)**

Class Code: 02555800

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to plan, coordinate and administer a complex comprehensive property management and real estate program; to be responsible for supervising, reviewing and evaluating the work of a staff engaged in, the administration of such; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior from whom general and specific work assignments are received with wide latitude in the exercise of initiative and independent judgement in carrying out such assignments; work is subject to review upon completion only for results obtained and conformance to state and federal laws, rules and regulations as well as departmental policies and objectives.

SUPERVISION EXERCISED: Plans, supervises, reviews and evaluates the work of a subordinate staff of professional, technical, and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, coordinate, supervise, review, and administer the work of a professional staff engaged in a complex comprehensive property management and real estate program for the Department of Transportation involving such activities as:

obtaining accurate and complete information concerning land use privileges and real property, conditions of ownership and of any and all existing encumbrances such as mortgages, liens and restriction; and obtaining property divisional lines in instances where such lines are not on record and for verifying data obtained with title records, deeds, probate records or other official records;

making appraisals of the fair market value of land all improvements thereon to be acquired for state use; and for making appraisals for consequential or appurtenance damages, if any, to the remaining portions of property not to be acquired;

making final negotiations with property owners or their agents for the purpose of obtaining property by deed and obtaining releases for damages resulting from condemnations such as the removal and relocation of buildings and other improvements; and making final negotiations for slide slope easements, drainage easements and easements for the right of entry, and making final negotiations for obtaining options on land to be acquired by deed;

providing a program of advice and assistance to owners and tenants of condemned property who must relocate their residences or commercial, industrial, manufacturing, mercantile or other establishment resulting from highway construction; and

providing a program for the management, maintenance and protection of property acquired for state use including the assessment and collection of rents prior to the demolition of such property.

To be responsible for reviewing and evaluating the reports of staff in connection with land taking activities; and to prepare reports and make recommendations to superior for payment of all claim resulting from land acquisition activities.

To be responsible for the sale, lease or license of real estate under the jurisdiction of the department.

As required, to assist the appointing authority in labor relations and personnel administration activities.

To assist the Attorney General's Office in court cases by providing all records and data involving land taking actions by the state.

To be responsible for the control of outdoor advertising located adjacent to the interstate and primary highways in accordance with the Federal Highway Beautification Act.

To attend public hearings held in conjunction with Department of Transportation projects involving land acquisition.

As required, to appear before the State Properties Committee for the purpose of obtaining real estate by deed or obtaining releases or damages resulting from condemnation as well as the sale, lease or license of real estate under the jurisdiction of the department.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of real estate used in title examination, appraisal, and negotiation, as well as the closing activities and problems of relocation resulting therefrom, in the acquisition of real property for state construction projects and the ability to apply such knowledge in planning, developing and implementing a board and comprehensive real estate program; a thorough knowledge of state and federal real estate laws, rules and regulations as they relate to state construction projects and related land condemnation proceedings; a thorough knowledge of the principles and practices of property management, maintenance and protection of property acquired for state use; the ability to supervise, review and evaluate the work of a subordinate professional, technical and clerical staff engaged in the administration of a real estate program; the ability to sell, lease or license real property under the jurisdiction of the Department of Transportation; the ability to establish and maintain effective working relationships with state, local, and federal officials, property owners, and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in public administration, law, business administration, real estate or a related field; and

Experience: Such as may have been gained through: considerable employment in a highly responsible management position with a governmental agency involving real estate; or, considerable employment in a highly responsible management position in a private real estate firm involving property management, appraising, and the acquisition and selling of real property.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: October 31, 2004